

EMPLOYMENT TRACKING & DIRECT BENEFIT SUMMARY DATA

NAME OF LOCAL GOVERNMENT: _____

NAME OF ASSISTED ENTITY/BUSINESS: _____

DUNS NUMBER FOR BUSINESS : _____

NAIC CODE: _____

DOES BUSINESS PROVIDE HEALTH CARE BENEFITS: _____

CDBG CONTRACT #: _____

FORM COMPLETED FOR QUARTER ENDING _____

Total FTE Trained to Date/Toal LMI Trained to Date: _____ / _____

Total Positions Created to Date / Total LMI Hires to Date: _____ / _____

Total Positions Retained to Date: _____

PAYROLL VERIFIED BY: _____

DATE: _____

EMPLOYEE NAME	EMPLOYEE POSITION NUMBER	JOB CODE (Key #1)	HIRE STATUS (Key #2)	DATE HIRED	DATE TERMINA TED	FT / PT (Key #3)	FTE % ie. .5, .75, 1.0 (Key #4)	P / S (Key #5)	RATE OF PAY (Hourly Rate)	INCOME LEVEL (Key #6)	RACIAL CAT. (Key #7)	ETHNIC CAT. (Key #8)	M	F	H	FHH

KEY :

JOB CODES (KEY #1) A = Officials and Managers B = Professional C = Technicians D = Sales E = Office and Clerical F = Craft Workers (Skilled) G = Operatives (Semi-Skilled) H = Laborers (Unskilled) I = Service Workers	HIRE STATUS (KEY #2) NHT = FTE in Training NH = New Hire R = Retained	FT/PT (KEY #3) FT = Full Time PT = Part Time	P / S (KEY #5) P = Permanent S = Seasonal	INCOME LEVELS (KEY #6) EL = Extremely Low L = Low M = Moderate NL = Non-Low/Moderate	RACIAL CATEGORY: (KEY #7) 1. American Indian or Alaska Native 2. Asian 3. Black or African American 4. Native Hawaiian or Other Pacific Islander 5. White 6. American Indian or Alaska Native and White 7. Asian and White 8. Black or African American and White 9. American Indian or Alaska Native and Black or African American	E.C.-Ethnic Category (Key #8) Y = Hispanic or Latino N = Not Hispanic or Latino
		FTE % Conversion (Key #4) Hours worked per week / 40 hours: 20 hrs/wk = 0.5 FTE (20 hrs/40 hrs) enter 0.5 30 hrs/wk = 0.75 FTE (30 hrs/40 hrs) enter .75				Misc. (Key #9) M = Male F = Female H = Handicapped FHH = Female Head of Household